

Early Bird  
Discount  
Deadline 16 March 2012

21st annual

# Charity Law Conference

Thursday 17 May 2012 – Euston, London



**Charity law made simple** – an unmissable event featuring twelve highly practical sessions covering the latest legal updates and key information that all charities should know.

**'A very useful and informative event, important in keeping me updated on charity law'**

Katy Smith, Company Secretary,  
Teacher Support Network

DIRECTORY OF SOCIAL CHANGE

**BWB**

BATES WELLS & BRAITHWAITE LONDON LLP

# Charity Law Conference

This year we have combined a team of BWB speakers with individuals from the sector. The BWB team will deliver concise updates on legal developments and their impact on charities. Our outside speakers bring practical experience from within the charitable sector.

Each session will:

- cover any relevant issues arising from Lord Hodgson's review of charity law;
- provide a handout of either a checklist or a useful practical document.

This conference is CPD accredited (5 CPD points). This will be a beginner to intermediate level course. The SRA external provider number is 1130/BWBR.

## Speakers List

**Christine Rigby** (BWB)

**Rosie Chapman** (Independent Charity Advisor)

**Luke Fletcher** (BWB)

**Paul Cheng** (CAF Venturesome)

**Mairead O'Reilly** (BWB)

**Melanie Carter** (BWB)

**Paul Jennings** (BWB)

**Rosamund McCarthy** (BWB)

**Laura Soley** (BWB)

**Nick Ivey** (BWB)

**Jamie Huard** (BWB)

**Will Scott** (BWB)

**Liz Aspden** (IIED)

**Erica Crump** (BWB)

**Iain Scott** (Base Creative)

**Bill Lewis** (BWB)

**Lindsay Driscoll** (BWB)

**Alice Faure Walker** (BWB)

**Viral Kataria** (BWB)

**Tesse Akpeki** (BWB & Onboard)

**Stephanie Biden** (BWB)

**Noelia Serrano** (Sayer Vincent)

Book your place using the form overleaf or online at

[www.dsc.org.uk/cl](http://www.dsc.org.uk/cl)

**9.30** **Registration**

**10.00** **Welcome and Introduction:**

Welcome from Debra Allcock Tyler, Chief Executive of DSC. Opening speech from Stephen Lloyd, Senior Partner at Bates Wells and Braithwaite

**10.35** **1st Workshop Sessions**

### **A** Charities Act Developments

This session will bring you up to date with core charity law changes covering:

- Consolidation of the Charities Acts 1993 and 2006
  - An overview of Lord Hodgson's review of charity law
  - The Law Commission charity law review project
  - Developments in Scotland and Northern Ireland
- The handout will include a one page summary of the key new section numbers in the consolidated Act.

*Speakers:*  
**Christine Rigby** (BWB) and **Rosie Chapman** (Independent Charity Advisor)

### **B** Big Society Capital and Social Finance

This talk will provide an introduction to the following:

- Big Society Capital and its work
- CC14 and social investment by charities
- Raising social investment from the public
- Recent developments in social finance

Each participant will receive notes and a check list of points to consider following the seminar.

*Speakers:*  
**Luke Fletcher** (BWB) and **Paul Cheng** (Head, CAF Venturesome)

### **C** Marketing and Fundraising – Data Protection Issues

This session gives an overview of the data protection issues relevant to charity fundraising and marketing. It also looks at how data protection impacts on modern fundraising practices such as text donations.

- Overview of data protection law
- How to draft data collection statements including opt-ins and opt-outs
- Sample statements
- "Unlocking" supporter databases
- Data protection and text donations

Each participant will receive a guidance note on the key data protection issues to consider when contacting charity supporters and donors.

*Speakers:* **Mairead O'Reilly** (BWB) and **Melanie Carter** (BWB)

### **D** Employment Law Update

A round up of recent case law, including:

- Difficult issues relating to the status of volunteers and interns
- Developments in discrimination law
- Guidance on conducting fair redundancy procedures

Key changes in legislation including:

- The Coalition Government's proposals relating to employment law and tribunal reform

*Speaker:*  
**Paul Jennings** (BWB)

**E Public Benefit**

A guide to the Tribunal decisions, including:

- What the decisions mean for educational charities and benevolent funds
- Lessons for the wider sector
- Updated Charity Commission guidance
- What your trustees need to know if you are charging for services or events

*Speakers: Rosamund McCarthy (BWB) and Laura Soley (BWB)*

**F What are your Options in the Property Market in 2012?**

Do any of the following apply to you?

- Your property no longer meets your needs
- You need more space
- You need less space and want to do something with the excess
- Your lease is coming to an end or a break clause is imminent
- You want to cut costs by sharing

We will supply you with a handout setting out your choices and options for each scenario, for future reference.

*Speakers: Nick Ivey, Jamie Huard and William Scott (BWB) and Liz Aspden (IIED)*

**G Website Health Check**

- Top 10 most common holes in a web development agreement
- Getting your T&C's right every time
- IP on IP: Keeping your Intellectual Property over an Internet Protocol
- Risky Business: Where does your liability start?
- Turning visitors into donors in 3 easy steps
- Using social media to effectively engage with your audience
- Increase your visitors by ten using Twitter
- Top 5 ways to encourage visitors to leave their email address

*Speakers: Erica Crump (BWB) and Iain Scott (Base Creative)*

**H Q: How to save VAT in difficult times?****A: By not paying it in the first place**

Guidance on charity VAT exemptions and VAT zero rates which will include:

- Building works
- Staff charges
- Hire of staff
- Printing

*Speaker: Bill Lewis (BWB)*

**13.15 Lunch and Networking****14.15 Plenary session - Lord Hodgson's review of charity law** - your chance to put your questions/suggestions to a panel of lawyers and sector representatives. Come armed with a wishlist of changes or get involved with the debate on the day.**15.15 Refreshments and Networking****I Charitable Incorporated Organisation – Should You/Shouldn't You?**

With the introduction of the CIO ever present, this session will consider:

- The main features of the CIO
- An update on the implementation timetable
- Pros and cons of the CIO
- A comparison with a charitable company limited by guarantee
- How the CIO model could be improved

Each participant will receive a check list of points to consider when deciding whether to choose the CIO.

*Speaker: Lindsay Driscoll (Consultant, BWB)*

**J Trading Subsidiary Health Check**

An opportunity to spring clean your arrangements with subsidiaries including:

- What should be in the subsidiary's articles
- Financing the subsidiary
- Resource sharing
- Managing conflicts of interest
- Particular issues for joint ventures

The handout will include a checklist of key areas to be covered in a contract with the subsidiary.

*Speakers: Alice Faure Walker (BWB) and Viral Kataria (BWB)*

**K Governance and Trustee Essentials – Practices that Work**

This practical session will highlight the building blocks of effective governance – approaches, questions and practices regarding good governance and leadership. We will look at:

- Board roles and responsibilities, legal and financial issues
- Recruitment and induction of board members
- Board-staff relations
- Structure and life cycle of the board
- Development and support mentoring for board members

Each participant will receive a copy of BWB's guide to the Duties of Charity Trustees.

*Speaker: Tesse Akpeki (BWB & Onboard)*

**L Charities Working Overseas - Managing the Risks**

A seminar looking at legal and practical issues faced by charities which either fund overseas entities or work outside the UK, including:

- Complying with the Finance Act 2010 and HMRC's guidance
- The Bribery Act 2010
- Terrorism legislation
- Taking a risk-based approach

The handout will include a note on HMRC's guidance and a practical checklist for assessing risk.

*Speakers: Stephanie Biden (BWB) and Noelia Serrano (Sayer Vincent)*

Book online now: [www.dsc.org.uk/cl](http://www.dsc.org.uk/cl)

**Delegate details**

Please reserve  place(s) at The Charity Law Conference 2012

1. Name  Position

Email

Choice of workshops: A  B  C  D  E  F  G  H  I  J  K  L

2. Name  Position

Email

Choice of workshops: A  B  C  D  E  F  G  H  I  J  K  L

3. Name  Position

Email

Choice of workshops: A  B  C  D  E  F  G  H  I  J  K  L

**Fees** *Early bird discount (before 16.3.12)*

- A: £215     A: £195
- B: £275     B: £250
- C: £495     C: £447

**Band A:** is for voluntary and community organisations with a turnover of between £100,000 and £500,000. A special discount on the Band A fee of 10% is available on application to any organisation with a turnover of less than £100,000.

**Band B:** is for voluntary and community organisations with a turnover of over £500,000.

**Band C:** is for statutory and commercial organisations.

**Specific requirements**

- Hearing aid loop system
- Large print handout material
- Lip speaker\*     Other (specify) .....
- Wheelchair access
- Sign language interpreter\*

\*These must be booked by 5 April 2012

How did you hear about us?

**Method of Payment**

- Cheque** (made payable to DSC)
- Invoicing**
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- Visa**
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- Card no.**
- Security no**    (last 3 digits on back of card)
- Valid from**     **Expiry date**     **Issue no**   (Switch only)

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 Address   
 Postcode   
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 E-mail:

**Billing address (if different from main contact)**

Name   
 Organisation   
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 Postcode   
 Tel:   
 E-mail:

**Confirmation statement:** I have read and agreed to DSC's Terms & Conditions

Sign:  Date: / /

**Cardholder's signature:**

**Booking Information**

**Making the Booking**

Please note **we do not accept telephone bookings**. Please photocopy the booking form, complete it and forward it to us. On its receipt, your place is confirmed (subject to availability). Many of our events fill well in advance. We will send a confirmation letter, which will include details of the venue and a special needs form. Use the form to inform us of any special needs you may have as far in advance of the event as possible. **Please inform us if you have not received confirmation within seven days of submitting your booking form.**

**Data Protection**

DSC will use the information you provide on your booking form, and additional information you may provide in the future, for administrating our conferences. We will not disclose this information to any other person or organisation, except in connection with the above purpose. All conference delegates are provided with a list of their co-delegates' names and organisations, but no further details. Your data will also be given to Bates Wells and Braithwaite for the purpose of their email updates, events and other marketing.

**Cancellation Policy**

Whether payment has been received or not you will be liable for the whole fee unless we receive **written notification 21 days before the event**. If we receive written notification, 10% of the conference price will be charged as an administration fee. **Verbal cancellations will not be accepted**, but you may delegate a colleague to attend in your place rather than forfeit the full event fee. No refunds will be made for bookings cancelled less than 21 days before the event, or for non-attendance on the day, except in exceptional circumstances and then only at the discretion of the Customer Services Manager. In such circumstances write to the Customer Services Manager, giving full details of why you were unable to attend, enclosing any supporting documentation, such as a doctor's note.